

State of Alaska, Division of Forestry Western Wildland Urban Interface

Grant Business Rules

Introduction

This document is intended to outline standard business practices for developing Western Wildland Urban Interface competitive grant proposals in Alaska. For more information on specific criteria and instructions of the program refer to the Criteria and Instructions developed by the Western State Fire Managers, found on Forestry's web page: <http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

Background

Since 1999, the Council of Western State Foresters has awarded funding on a competitive basis to the western states and protectorates under the Western WUI Grant Program. Key program areas include: hazard fuels reduction, restoration of fire adapted ecosystems, planning and information and education. Funding flows through the USDA Forest Service to the states. The State of Alaska, Division of Forestry is responsible for administering Western WUI grants in Alaska.

Requirements

- The fill-able pdf. format applications may not be changed. Change in font style or size, changes to the size of the text blocks or any other changes to the application will result in automatic disqualification.
- Technical, third party writing only; no personal writing.
- Information, language and references used need to be consistent throughout the application.
- Double check spelling for errors.
- Submit an 8 x 11 map of the Project Area to with the application.
- Submit a letter of commitment and certification of matching share by grant contributors with the application. In-kind contributions must be listed out by type and value of contributions in the letter.
- Alaska State Forestry Area offices are responsible for coordinating with and prescreening local government Western WUI grant applications to assure agencies are not duplicating efforts or competing with each other.
- Obtain supervisor's approval of project(s) prior to submitting the application.

- Applications must be submitted by the established annual deadline. Late applications will not be considered. Deadlines will be established for each new grant cycle

Procedures (based on 2015 application)

Block 1

Applicant Information	
Applicant:	Organization's full name
Contact Person:	Name & title someone of authority that will be available in the fall
Address:	Mailing address
City/Zip Code:	Mailing address
Phone (Work/Cell):	Include area code- for contact person named above
Email:	Email address of Contact Person named above
Fax:	Include area code
Federal Tax ID\DUNS #:	92-6001185 / DUNS # 103328576- This will be the same every year for Forestry

- 1) Local government and nonprofits will have a different Federal tax ID and DUNS number from State of Alaska, Division of Forestry.

Block 2

Project Information			
Name of Project:	Provide a short descriptive title		
Community Name:	List all communities in project area		
County(ies):	Borough, Municipality name or N/A		
Congressional District:	Alaska – This will always be “Alaska”		
Latitude:	In decimal degrees	Longitude:	In decimal degrees

Block 3

Total Project Expense				
Budget Detail (Provide additional information in Block 7)	Grant Share (\$ Amount Requested)	Match (from block #3)		TOTAL
		Dollars	In-Kind	
Personnel / Labor:				
Fringe Benefits:	Leave blank; include in Personnel	Leave blank; include in Personnel	Leave blank; include in Personnel	
Travel:				
Equipment:	Leave blank unless > \$k per single item			
Supplies:				
Contractual:				
Construction:				

Other:	Leave blank unless good	explanation in	budget narrative	
Indirect Costs:	SOA FY14 16.35%	Leave blank	Leave Blank	
TOTAL				

- 1) Letter of commitment - Grant contributors need to provide a letter certifying they are providing match and state the dollar amount or in kind contributions amount. If in kind contributions, list out what they are. Submit this letter with the application.
- 2) Dollar figures will automatically total in application.
- 3) Use cost sheet standards to estimated project costs. Current cost sheet for Forestry will be available at time application period opens. Local government and nonprofits can use own standard and established methodology to determine costs.
- 4) Leave fringe benefits blank and include total costs under personnel/labor.
- 5) Any single item equipment purchase \$5,000 or larger requires tracking and return of property to Forest Service. *This is strongly discouraged.*
- 6) These grant monies do not fund construction projects.
- 7) DNR Forestry assesses an indirect on grant funded personnel services only. Indirect costs are those cost related to institutional infrastructure, both physical and administrative that are necessary for project / grant implementation. Example- accounting staff, space, utilities, purchasing officers. These costs are not itemized in the grant application. The SOA DNR percentage of indirect changes every year. Contact Forestry' Central office for current FY indirect rate. Local government and nonprofits will have a rate that differs from the State of Alaska's rate.

Block 4

Budget Narrative
<p>Key Points:</p> <ul style="list-style-type: none"> • Is the budget explanation clear? • Does the budget narrative reflect clear numbers as represented in budget box 3 for the project? • Detailed description of use of dollar amounts listed in Box 3 Who, what, when why, where. • Budget narrative amounts and categories need to match Block 3 amounts and categories and follow same order i.e. Personal/labor, fringe benefits, travel, equipment, supplies, contractual, other, indirect

Block 5

Project Area Description and Challenges	
Key Points: <ul style="list-style-type: none">• Does the application clearly describe the challenges and issues that articulate why the project is important?• Type of project (Hazard Fuels, Information & Education or Planning)• Does it provide a sense of the location?• Does narrative broadly describe specific aspects of Project Categories?• Physical properties – affected area size• Fire history• Fuel type –hazard fuels projects especially and fuel model CFDRS and/or NFDRS• Description of current conditions• Community description, size, population, number of structures/residents, permanent residents, visitor population; use US census data• Attach map (for in state reference only) Still need to describe project area in this block	

- 1) Attach an 8x11 inch to the mile topographical map of the project area to the proposal. (for in state review only) Map will contain: title of project, legend, North arrow, fire history, and project area shaded in yellow, previous treatments (if any) shaded in blue, sphere of influence of project shaded in green.**

Block 6

Relation to Forest Action Plan / CWPP	
Key Points: <ul style="list-style-type: none">• Are the relationships clearly defined? Consider project's impact on the state's Forest Action Plan.• How does the project tie into Forest Action Plans or a CWPP? Is the project explicitly ties to a CWPP? Does project demonstrate an aspect of community-wide protection (providing benefit to homes other than the ones that receive treatment?• Contextually does it fit into the larger picture and plan? Does project tie to other projects? (i.e. on adjacent ownerships, esp. public land) if appropriate?	

Block 7

Proposed Activities	
<p>Key Points:</p> <ul style="list-style-type: none">• Description of what will be done• How it will be accomplished• All about outputs, what is happening on the ground? Quantified –Acres treated, residents contacted ,number of meetings held, educational material distributed, number of products, number of potential visitors affected• Description of each applicable “Project Category” in box 8• Acres treated and communities affected #s must match throughout application• Specify/define treatment phases; don’t count same acres 2x. Specified timeline (begin/end dates, milestones, quarterly accomplishments, etc.)• Relevant standard used to define baseline and end result (forest type, condition class, treatment prescription, etc.)?• For Information & Education always mention Firewise, not just fire prevention	

Block 8

Landscape	
<p>Key Points:</p> <ul style="list-style-type: none">• Project is part of or compliments a larger or adjacent project• If a new project will it have a long term effect on future projects or outreach?• Project provides protection for more than the targeted community• Project will have benefits beyond the target community• Project effects a larger population than the target community• Tie into other agencies projects, plans• How project will leverage or compliment previous treatments, projects, programs	

Block 9

Project Collaboration	
<p>Key Points:</p> <ul style="list-style-type: none">• Are other organizations involved in implementation or will be?• Is role of other cooperators described (contributing time/resources/equipment)?• Does project creatively leverage the resources of other entities?• Interagency Collaboration language and Scope of Work language need to be consistent	

Block 10

Project Timeline	
<p>Key Points</p> <ul style="list-style-type: none">• Time line defined and complete through completion of project• Is project achievable in the described timeline?• Are the next steps clearly defined?• Is there a clear achievable pathway forward on how the project will be completed?• Significant accomplishments identified• Time line reasonable• Consider using phases in timeline to coincide with project categories	

- 1) Base grant funded activities on a two year timeline maximum.
- 2) Write in timeline for unfunded monitoring /maintenance beyond two years of grant funding.
- 3) Include project reporting in the timeline (quarterly, annual and final reporting required).

Block 11

Project Sustainability	
Key Points: <ul style="list-style-type: none">• Do landowners sign an agreement or treatment plan? What are the maintenance strategies?• Does application describe environmental factors that will impact maintenance requirements?• Does education play a role in helping landowners maintain work beyond the scope of the grant?• Education – residents have been trained what to do and how often? How often will education materials, be updated and distributed? Cycle of educational programs in school?• Commitment: CWPP updates?, Ordinance requirements, etc. Define who is responsible• Funding – Define how future maintenance will be paid for• Monitoring – what strategies are described? Define who will monitor/ensure maintenance will be accomplished	

END

Division of Forestry 2015 WUI Grant Cycle Timeline

- 2015 applications, criteria and instructions will be developed by the Western State Fire Managers WUI Grant Committee and available in April or May for distribution to the western states.
- Once complete application package is available (including cost sheet for DOF applicants) it will be sent out via email and posted on Forestry's web site.
- Draft applications due July 11, 2015 to Fire Staff Officer. This will allow for the opportunity to edit and fine tune applications, identify any redundancy between proposed projects and consolidate proposals into one project where applicable and advantageous.
- Final applications due August 8, 2015 to Fire Staff Officer. arlene.weber-sword@alaska.gov

Resources

2010 Census Data

<http://laborstats.alaska.gov/census/>

Alaska Community Database (community summaries)

<http://commerce.alaska.gov/cra/DCRAExternal/>

Division of Forestry Resource Assessment

<http://forestry.alaska.gov/pdfs/2010AlaskaStatewideAssessment.pdf>

Division of Forestry Statewide Forest Resource Strategy

<http://forestry.alaska.gov/pdfs/StatewideForestResourceStrategy.pdf>

Division of Forestry Community Wildfire Protection Plan (CWPP) web page

<http://forestry.alaska.gov/fire/cwpp/>

Division of Forestry Wildland Urban Interface Grants

<http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

Division of Forestry Grant Administration & Successful Grant Writing Basics

<http://int.dnr.alaska.gov/forestry/management/>

Alaska Fire History

<http://fire.ak.blm.gov/predsvcs/maps.php> & <http://fire.ak.blm.gov/predsvcs/intel.php>

Municipality of Anchorage

<http://www.muni.org/departments/fire/wildfire/pages/default.aspx>

Kenai Peninsula Borough

<http://www.borough.kenai.ak.us/>

Matanuska -Susitna Borough

<http://www.matsugov.us/>

Fairbanks North Star Borough

<http://www.co.fairbanks.ak.us/>

West Wide Wildfire Risk Assessment

<http://www.timmonsgis.com/projects/west-wide-wildfire-risk-assessment>

Standard Fire Behavior Fuel Models

http://www.fs.fed.us/rm/pubs/rmrs_gtr153.pdf

Canadian Forest Fire Danger Rating System

<https://www.frames.gov/partner-sites/applied-fire-behavior/canadian-forest-fire-danger-rating-system/>